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Memorandum

Agenda Item 3b

TO: Bay Area Headquarters Authority

DATE: June 19, 2013

FR: Executive Director

W.I. 9130

RE: Contract Amendment: Property Management Services: Amerimar Main Street Management Company, LLC (\$60,000)

Under this item, BAHA would authorize a contract amendment in an amount not to exceed \$60,000 with Amerimar Main Street Management Company, LLC (Amerimar) to provide property management services at 390 Main Street, San Francisco, through June 30, 2013.

Under the previous owners, Amerimar was responsible for managing the building operations and service contracts required to support the existing tenant, Western Laboratory. A sole source contract was originally approved in October 2011 to continue services uninterrupted at the close of escrow. Subsequent amendments were approved to extend the services until the new property management team was selected. Property and building management services will transition to Cushman & Wakefield of California, Inc. (Cushman & Wakefield) on July 1, 2013. This amendment provides funding for services through June 30, 2013. Funding for the contract will be offset by lease revenue income from the existing tenant. Below is a summary of the contract funding:

Contract	Amount
October 2011	\$100,000
November 2011 Amendment #1	0
December 2011 Amendment #2	\$140,000
September 2012 Amendment #3	\$100,000
Total before Amendment	\$340,000
Proposed Amendment #4	\$60,000
Total Contract Not to Exceed	\$400,000

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Amerimar to provide property management services at 390 Main Street through June 30, 2013, in an amount not to exceed \$60,000.


for Steve Heminger

Attachment

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REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Consultant Contract Amendment

Consultant:	Amerimar Main Street Management Company, LLC
Work Project Title:	390 Main Street – Property Management Services
Purpose of Project:	To provide property management services at the regional agency headquarters facility.
Brief Scope of Work:	Oversee building operations including service agreements, collection of lease proceeds and operating budget implementation
Project Cost Not to Exceed:	\$60,000 (this amendment) Total Contract before this amendment: \$340,000 Total Authorized Contract after this amendment: \$400,000
Funding Source:	BAHA FY 2012-13 Operating Budget
Fiscal Impact:	Funds are included in BAHA's FY 2012-13 Operating Budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Amerimar Main Street Management Company, LLC to provide property management services as described above and in the Executive Director's memorandum dated June 19, 2013 and the Treasurer and Auditor is directed to set aside funds in the amount of \$60,000 for such contract amendment.
BAHA Chair:	<hr/> Amy Rein Worth
Approved:	Date: June 26, 2013